

**DISPLAY OF NATIONAL AND STATE FLAGS**

**STATE OF MISSOURI POLICY FOR DISPLAY OF  
NATIONAL AND STATE FLAGS**

**Updated 8/30/2021**

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**POLICY STATEMENT**

It is the policy of the Governor of the State of Missouri to provide suitable arrangements for the display of the National and state flags on the exterior of all facilities operated by the State of Missouri. The Office of Administration will coordinate arrangements on behalf of the Governor's Office.

**GUIDELINES**

- I. **FLAGS WILL BE FLOWN EVERY DAY OF THE YEAR**, excluding inclement weather, from 8:00 a.m. to 5:00 p.m. or until sundown, whichever occurs first, or if lighted, may remain up 24 hours a day. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed. They are lowered only when necessary to fly at half-staff, or to change them due to deteriorating condition.

**II. RAISING AND LOWERING OF FLAGS**

- A. Single Flagpole. The National Flag will be flown on top; POW/MIA Flag will be flown directly below the National Flag and above the State Flag.
- B. Two Flagpoles. The National Flag will be flown on the right as you face the poles with the building at your back.
- C. If there is a malfunction of the halyards on any pole, which would allow only one flag to be flown, it should always be the National Flag.
- D. The National Flag is always raised first (briskly) and lowered last (slowly).
- E. Flag should always be unfurled prior to attaching to halyards. The union up on the National Flag and the red side up on the State Flag. Flags should never be flown upside down.
- F. The Halyards are always fastened after the flags are raised, loosened and freed from the staff before the flags are lowered; then refastened to keep them from becoming snarled in the wind.
- G. Care should be exercised to prevent flags from touching the ground.

Flags should be folded and stored securely until the next day. If wet, they should be hung in a secure (out of sight) area until dry, then folded.

### **III. FLAGS AT HALF-STAFF**

#### **A. PEACE OFFICERS MEMORIAL DAY**

National and State Flags must be flown at half-staff on the fifteenth day of May, unless that day is also Armed Forces Day. §9.120, RSMo.

#### **B. MEMORIAL DAY**

National and State Flags must be flown at half-staff until Noon on the last Monday of May, and at the top of the staff for the rest of the day.

#### **C. PATRIOT DAY**

National and State Flags must be flown at half-staff on the eleventh day of September. §9.134, RSMo; 36 USC §144.

#### **D. NATIONAL PEARL HARBOR REMEMBRANCE DAY**

National and State Flags must be flown at half-staff on the seventh day of December. §9.110, RSMo; 36 USC §129.

**E.** National and State Flags shall be flown at half-staff on all government buildings for one full day whenever a Missouri resident, who was a resident at the time of enlistment in military service or at time of death, is killed in the line of duty during service in the military forces of this state or the United States. §9.135, RSMo.

**F.** Unless the President or Governor directs otherwise, National and State Flags shall be flown at half-staff at the buildings and offices indicated upon the death of the following officials for the period indicated:

1. **President or former President of the United States:** Thirty (30) days from the day of death over the State Capitol and at all government offices throughout Missouri.
2. **Vice President of the United States, Chief Justice of the United States Supreme Court, retired Chief Justice of the United States Supreme Court, or Speaker of the House of United States Representatives:** Ten (10) days from the day of death over the State Capitol and at all government offices throughout Missouri.
3. **Associate Justice of the United States Supreme Court, Secretary of an executive or military department, former Vice President of the United States, or the Governor of a State, territory, or possession:** From the day of death until the day of interment over the State Capitol and at all government offices throughout Missouri.
4. **Member of Congress from Missouri:** The day of death and the

following day over the State Capitol and at all government offices throughout Missouri.

5. **Present or former Governor of Missouri:** From the day of death until the day of interment over the State Capitol and at all government offices throughout Missouri.
6. **Member of the Armed Forces from Missouri who dies while serving on active duty:** The day of interment over the State Capitol and at all government offices throughout Missouri.
7. **Missouri law enforcement officer or emergency worker killed in the line of duty:** The day of interment at all government buildings in the county where the decedent was employed (which may be multiple counties) and the county where decedent resided. "Law enforcement officer" shall include police officers, corrections officers, probation and parole officers, and juvenile officers, but shall not include law enforcement service animals. "Emergency worker" shall include emergency medical technicians or other members of a rescue squad or ambulance crew, individuals appointed to the national disaster medical team who were responding to a public health emergency, employees performing official duties for the Federal Emergency Management Agency (FEMA) in response to a major disaster or emergency or hazardous duties, or State Emergency Management Agency or other state civil defense agencies working in cooperation with FEMA. It also includes Missouri Department of Transportation Emergency Response Operators.
8. **Missouri firefighter killed in the line of duty:** The day of interment at every fire station across Missouri, the Fire Fighters Memorial in Kingdom City, and at all government offices in the county where the decedent resided.
9. **Present or former statewide elected State of Missouri official, present or former Missouri Supreme Court Judges, present member of the General Assembly:** The day of interment over the State Capitol and at all government offices throughout Missouri.

G. In the event of the death of a present or former official of the government of any state, territory, or possession of the United States, the Governor may proclaim that the National and State Flags shall be flown at half-staff as directed by the Governor.

H. In the event of the death of other officials or foreign dignitaries, the National and State Flags are to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized custom or practices not inconsistent with this policy.

## **PROCEDURES**

### **I. FLAGS AT HALF-STAFF**

- A. The Director of the Division of Facilities Management, Design and Construction or his/her designee notifies the Chief of Capitol Police and each department and/or institution per the list attached as Exhibit 1.
  1. All notifications will be accomplished via E-mail.
  2. If the notification is received prior to 12:00 Noon, half-staff should take place immediately.
  3. If the notification is received after 12:00 Noon, half-staff should take place the following day at 8:00 a.m. unless otherwise directed.
- B. A flag at half-staff should be halfway between the top and bottom of the supporting staff. The following procedure should be followed in lowering a flag to half-staff:
  1. Raise the National flag to the top of its staff;
  2. Lower the National flag to half-staff;
  3. Raise the State flag to half-staff position (never higher than the National flag);
  4. Lower the State flag first at the end of the mourning period; then,
  5. Raise the National flag to the top of the staff before final lowering.

### **II. OTHER DISPLAY OF FLAGS**

#### **A. POW/MIA FLAG**

All Missouri buildings under the supervision and charge of the Board of Public Buildings may accompany the display of the flag of the United States and the flag of the state of Missouri with the display of the POW/MIA Flag, which is designed to commemorate the service and sacrifice of the members of the armed forces of the United States who were prisoners of war or missing in action. Where there are two flagpoles, the POW/MIA Flag will be flown directly below the National Flag. On a single flagpole the POW/MIA Flag will be flown below the National Flag and above the State Flag.

#### **B. NATIONAL/MISSOURI FLAG**

In all interior locations where both the National and the State Flags are displayed, the National Flag will always be on the observer's left (or what is known as the flag's own right).

**EXHIBIT 1**

**THE FOLLOWING ARE TO BE NOTIFIED WHEN FLAGS ARE ORDERED TO HALF-STAFF:**

<b>DEPARTMENT and/or INSTITUTION</b>	<b>DEPARTMENT and/or INSTITUTION</b>
Office of Administration	Governor's Office
Department of Agriculture	Lt. Governor's Office
Department of Commerce and Insurance	Secretary of State's Office
Department of Conservation	Auditor's Office
Department of Corrections	Treasurer's Office
Department of Economic Development	Attorney General's Office
Department of Elementary and Secondary Education	Governor's Mansion
Department of Health and Senior Services	Supreme Court
Department of Higher Education and Workforce Development	Court of Appeals, Eastern (STL)
Department of Labor and Industrial Relations	Court of Appeals, Southern (SPFD)
Department of Mental Health	Court of Appeals, Western (KC)
Department of Natural Resources	State Public Defender
Department of Public Safety	Lottery
Department of Revenue	MCHCP
Department of Social Services	MOSERS
Department of Transportation	Kansas City Missouri Office Buildings
Senate	Springfield Missouri Office Buildings
House of Representatives	St. Louis Missouri Office Buildings
Capitol Police	St. Joseph Missouri Office Buildings